



COUNTY OF PLACER CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION

DON NELSON, **Chair**
RICK WARD, **Vice Chair**
JOHN COSTA
RON LE DOUX
ANDRAE RANDOLPH

Tuesday – October 13, 2015

Lori Walsh, Human Resources Director
Kellie Craig, Executive Secretary

MINUTES

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4:00 PM

ROLL CALL

Meeting was held at Placer County Human Resources - Training Room
145 Fulweiler Avenue, Suite 200
Auburn, CA 95603

All Commissioners were present.

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE

I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

- A. Closed Session - Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

4:30 PM

OPEN SESSION

FLAG SALUTE Led by Commissioner Nelson

I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.

Chair Nelson announced that the Commission had met in closed session to discuss personnel matters pursuant to authority granted by Government Code Section: 54957 Public Employee Performance Evaluations.

No action to report.

II. AGENDA APPROVAL

It was moved by **LeDoux** and seconded by **Randolph** to approve the agenda.

Motion Carried Unanimously.

III. MINUTES OF PREVIOUS MEETING – September 21, 2015

Chair Nelson approved the minutes as submitted.

IV. PUBLIC COMMENT - None

V. OLD BUSINESS – None

VI. NEW BUSINESS

- A. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.

It was moved by **Costa** and seconded by **LeDoux** to approve merit increases for classified employees.

Motion carried unanimously

- B. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C.)(5.) (c.) for employee(s) assigned to the department(s) of District Attorney and Health and Human Services.

It was moved by **Costa** and seconded by **Ward** to approve the Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C.)(5.) (c.) for employee(s) assigned to the department(s) of District Attorney and Health and Human Services.

Motion Carried Unanimously.

VII. COMMUNICATIONS - Reports to the Commission are informational items only. (No action will be taken)

- A. Provisional appointment - None
- B. Staff reports and correspondence:

Introduction of staff –

- Human Resources Director Lori Walsh introduced the Human Resources Department staff to the Commission in recognition of the first official meeting of the Civil Service Commission with the Human Resources Department.
- Personnel Service Manager Ann McNellis introduced - Susan Henry – Personnel Analyst – replacing retiree Steve Oliveira.
- Personnel Services Manager Ann McNellis introduced – Cassaundra Stewart – Administrative Clerk Journey working with Internal Investigator Sharyl Stannard.
- Director Walsh reported to the Commission that we have started to undertake a strategic plan toward the new Human Resources Department. There will be involvement by all the stakeholders notably and importantly the Civil Service Commissioners themselves. There will be more to report in the coming weeks.
- Presentation by Senior Personnel Analyst Monique Morgan of ePerformance (Phase I).
 - Commission Chair Don Nelson inquired who will be tracking in the system making sure that supervisors are doing their reviews in a timely manner. “I see this program as an opportunity to also evaluate the supervisors.”

- Commissioner Costa inquired if reports can be created showing what percentage of the evaluation is complete with alerts going to the supervisor and department head what needs to be finished.
- Commissioner Ward mentioned concern about optional participants being involved in the evaluation preparation. Are they nominated by the supervisor, employee or self nominated? How does the supervisor handle this information?
- Commission Randolph commented that his firm also solicited feedback from other company employees.
- Director Walsh advised that any negative comments submitted through the performance evaluation process would be subject to thorough follow-up before inserting those comments in the evaluation. The employee will also have 30 days to respond to any adverse comments.

C. Commissioner comments

- Commission Chair Nelson – On October 8, 2015 a meeting was held with Vice Chair Ward, Director Walsh and Jerry Gamez, Director of Administrative Services and his staff to better understand their operations and to seek feedback and input. Chair Nelson commented that Gamez and staff did an outstanding job with their presentation regarding their organization and supplied organizational charts. They were also very complementary about the Human Resources department.
- Commission Chair Nelson – Let's start thinking about our strategies in relationship to Tahoe planning and training for 2016.

VIII. ADJOURNMENT @ 6:00 PM

There being nothing further to come before the Commission, it was moved by **LeDoux** and seconded by **Ward** to adjourn the meeting.

The next regular meeting of the Commission will be held on:

- November 9, 2015 – Auburn (Human Resources Training Room)
- December 14, 2015 – Rocklin (Child Support Services)

PLACER COUNTY CIVIL SERVICE COMMISSION

DON NELSON
CHAIR

KELLIE CRAIG
EXECUTIVE SECRETARY